

LIBRARIAN I
LIBRARIAN II
LIBRARIAN III

Class No. 004025
Class No. 004024
Class No. 004023

DEFINITION:

To perform professional library work of a varied nature in the county branch libraries, including readers' guidance, reference services, materials selection, children's and young adult services, cataloging, acquisitions, information technology services, implementing community programs and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a professional Librarian series. Librarians are distinguished from the next lower class series, Library Technician, in that the latter does not require a college degree, does not develop reference or children's services or community programs and is not trained in certain specific library methods and techniques.

Librarian I: This is the entry/journey level class in the Librarian series. Under direct supervision, this class is responsible for performing general reference services, children's services, young adult services, and/or technical services. Perform readers' guidance, selects materials, performs reference work, catalogs, and implements community programs for adult and/or children's services. In addition, may supervise and train paraprofessional staff.

Librarian II: This is the first-line supervisory level in the class series. Under general supervision, this class is responsible for providing the more difficult technical, professional, and management services, and may assist with the responsibility for a major service area of a branch or library division. Employees in this class may oversee one large or several small branch libraries and may supervise Librarian I's.

Librarian III: Under direction of a Principal Librarian, employees in this class provide supervision and training to Librarian I's, Librarian II's, Library Technician III's and Library Technician IV's; may administer the operations of a sub-regional group of community libraries or of a support division in the library system (i.e. Youth Services and Public Service Support such as: Reference, Circulation, Programming and Outreach); may assist with capital improvement projects; participate in local community activities to generate public support for the sub-regional library and fundraising efforts; and act as a liaison to the Friends of the Library. Librarian III's are distinguished from the next higher class, Principal Librarian, in that the latter is responsible for a library Regional Division consisting of a minimum of eight branches, or is responsible for a Major Operations Division such as Program Services, Technical Services, Access Services, Branch Operations and Administration and Specialty Services and interpretation of Library County policies.

EXAMPLES OF DUTIES:

Duties for the Librarian classes may consist of one or more of the following:

Reference Services: Responsible for reference services at a branch or branches, including answering reference questions and instructing customers on the use of the Internet and other library resources. May assume responsibility for reference queries forwarded from branches in the associated region; selects and maintains a comprehensive collection of reference material in print and non-print formats; develops and implements reference programs for customers or library staff and performs related work.

Children's and Young Adult Services: Responsible for planning, organizing and publicizing children's, young adult and adult programs. Coordinates the selection and development of children's and young adult library materials for all branches; advises branch staff on children's and young adult programming, publicity, community and school contacts; staffs the children's desk; plans system-wide children's and young adult services, collection development and staff training programs.

Cataloging and Acquisitions: Responsible for cataloging all print and audio-visual material, processing print materials for the production of the on-line computer catalog for long-range planning of automated cataloging systems; assisting in the coordination of selection, acquisition, discarding, and organization of print and non-print adult materials; working with the Adult Services Committee and with the public service reference librarians to develop and implement continuous training for library staff in the use of the catalog.

Outreach: Responsible for the development of an outreach program for the County Library; plans, implements, and evaluates services to special groups; participates on library committees and at professional meetings, workshops, and conferences; represents the County Library on the Serra Ethnic Services Committee.

Librarian II: All of the duties listed above and: reviews books and other library materials and recommends purchases; develops and maintains general collections, determines which books to discard; determines materials acquisitions; handles literary challenges; maintains expenditure records of non-discretionary funds, establishes and maintains interpersonal relationships with public organizations; and supervises Librarian I's.

Librarian III: All of the duties listed above and: supervises, coordinates, and evaluates the work of professional and paraprofessional staff; plans, develops, and administers library services for a region consisting of several branch libraries; follows through on specified goals and objectives of grant projects (i.e., one funded through an external funding source); and establishes and maintains an extensive involvement with non-library agencies in the community as well as state-level consultants.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Librarian I
 II = Librarian II
 III = Librarian III

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
T	T	T	Literature, reference information, resource material, and bibliographic works used in public libraries.
T	T	T	On-line reference database searching.
T	T	T	Rules of English grammar and spelling.
G	T	T	Basic principles and practices of supervision as practiced in public libraries.
G	T	T	Basic principles and practices of library material selection as practiced in public libraries.
G	T	T	Professional ethics and obligations.
G	T	T	Children's and young adult literature.
G	G	T	Community needs and their relationship to public library programs and services.
G	T	T	One of the following specialized areas of librarianship: children's and young adult services; reference services; technical services including acquisitions and cataloging; audiovisual services; or outreach services.
G	T	T	Basic principles and practices of librarianship including public library reference service, government information, library automation, and branch management.
G	G	T	Trends, principles, and applications of automation in libraries.
G	G	T	Principles and practices of supervision.

G	G	T	Current trends in librarianship.
--	G	T	Principles of administration, organization, management, supervision and automation.
--	--	G	Principles and practice of the General Management System.

Skills and Abilities to:

The following apply to all classes:

- Read, understand, and interpret instructions, directives, policies, and procedures.
- Communicate effectively orally and in written form with the public and staff.
- Instruct and train technical and non-technical staff.
- Plan, develop and organize a project.
- Locate and evaluate sources of information on library materials and recommend purchases.
- Interact with the public and library staff.

Librarian III (in addition to the above):

- Supervise, train, evaluate and manage professional staff.
- Evaluate, problem solve and make effective decisions.
- Learn county organization, as it relates to the General Management System, procedures and operations.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience combinations are:

Librarian I:

1. A Master's Degree in Library Science from a college or university accredited by the American Library Association; OR,
2. A Bachelor's Degree from an accredited college or university supplemented by a minimum of 9 semester or 12 quarter units of graduate library science education accredited by the American Library Association; AND, 12 months of paraprofessional library experience.

Librarian II:

A Master's Degree in Library Science from a college or university accredited by the American Library Association; AND,

- a. One year of experience as a Librarian I in the County of San Diego; OR,
- b. Two years equivalent full-time experience as a professional Librarian.

Librarian III:

A Master's Degree in Library Science from a college or university accredited by the American Library Association; AND,

- a. Two (2) years of experience as a Librarian II in the County of San Diego; OR,
- b. Three years equivalent full-time experience as a professional Librarian.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Positions in these classes require possession of a valid California driver's license at the time of appointment, or require the ability to arrange transportation for field travel.

Physical Requirements:

Positions may require lifting materials weighing up to thirty (30) pounds on an occasional basis and may require constant standing.

Working Conditions:

May be required to work weekends and/or evenings and at various locations during the course of the workday or workweek.